

EMPLOYMENT OPPORTUNITY

Academic Policy Analyst

This position is opened until filled. Application review begins April 11, 2005.

Washington Higher Education Coordinating Board

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial assistance programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

About the Academic Affairs Division

The academic affairs division implements academic policies and programs, coordinating them with the agency's fiscal, political, and communications strategies. The division communicates and responds to issues raised by the institutions of higher education, governmental agencies, and the Legislature.

General Position Description

The policy analyst supports and conducts research studies and policy analyses to inform policy-making recommendations and decisions related to the goals of the Higher Education Coordinating Board. The policy analyst collaborates with HECB staff in developing and designing studies requested by agency customers, including the Board, Legislature, and state agencies. The policy analyst also conducts academic program reviews and participates on special projects in a range of academic areas.

Required Skills, Knowledge and Abilities

- Master's degree or higher in social science, public policy, education, statistics, or other related field
- Strong writing and public speaking skills
- Demonstrated knowledge of higher education issues
- Strong quantitative and qualitative research skills with experience in the use of statistical software (e.g., SAS or SPSS) and spreadsheet and database software (e.g., Microsoft Excel, Microsoft Access)
- Ability to work effectively and collaboratively with individuals from diverse organizations and backgrounds

Desired Skills, Knowledge and Abilities

- Doctoral degree in education, social sciences, public policy, statistics, or a related field, or advanced graduate study
- Experience working in a two or four-year college or university
- High level of proficiency with spreadsheet and database software (Microsoft Excel, Microsoft Access)
- Proficiency with graphics and presentation software (Microsoft PowerPoint)

Salary and Benefits

The annual salary for this position is \$55,000 - \$65,000, depending upon qualifications and experience. Benefits include support for continued professional development, comprehensive health and insurance provisions, federal Social Security, state retirement contributions, vacation, and sick leave. This is an exempt position.

How to Apply

To be considered for this position, you must possess the minimum qualifications listed above and submit a complete application package, which must include the following:

1. **Letter of Application.** Letter of application that **specifically** addresses how your background qualifies you to perform the responsibilities described in this announcement and how you meet the skills, knowledge, and abilities listed.
2. **Resume.** A current resume including work experience and education.
3. **Writing Sample.** A report or professional document that demonstrates your communication style.
4. **References.** Names, current addresses, and telephone numbers of three employment references.

- 5. Information Release Form.**
- 6. Affirmative Action Form (optional).**

Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.

Submit your completed application materials to:

Kerri McConnell
Administrative Assistant
Washington Higher Education Coordinating Board
917 Lakeridge Way SW
P.O. Box 43430
Olympia, Washington 98504-3430

Application Closing Date

This position is opened until filled. Application review will begin on April 11, 2005. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257. They may also be submitted in electronic format to: humanresources@hecb.wa.gov, please type "Academic Policy Analyst" in the subject line. Please be aware that an authentic signature is still required on the Information Release Form when submitting materials in electronic format.

The Higher Education Coordinating Board is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at 360-753-7802 as early as possible regarding any assistance you may require.



AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Higher Education Coordinating Board, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: _____

Printed Name

Signature

Date



Affirmative Action Data Sheet

Please complete and return this form with your employment application package.

Name: _____

Position: _____

Check the item that best describes how you heard about this position.

| | | |
|--|--|---|
| <input type="checkbox"/> Friend or neighbor | <input type="checkbox"/> HECB Job line/ Web site | <input type="checkbox"/> Newspaper or other publication* |
| <input type="checkbox"/> Department of Personnel | | |
| <input type="checkbox"/> Other State Agency* | <input type="checkbox"/> Other | <input type="checkbox"/> An organization electronic notice* |

*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially

Please check any/all of the following that apply:

| | | |
|---|---|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> African American/Black | <input type="checkbox"/> Vietnam Era Veteran |
| <input type="checkbox"/> Female | <input type="checkbox"/> Asian/Pacific Islander | (served 180 days or more between 2/28/61 |
| <input type="checkbox"/> Age 40 or older | <input type="checkbox"/> Caucasian/White | and 5/7/75 and does not have a |
| <input type="checkbox"/> Person with a disability | <input type="checkbox"/> Hispanic/Latino | dishonorable discharge) |
| | <input type="checkbox"/> Native | <input type="checkbox"/> Special Disabled Veteran |
| | American/American | (30% or more disability) |
| | Indian/Alaska Native | |